

APPLICATION PROCEDURE CHECKLIST FOR MISSOURI STUDENT SERVICE CERTIFICATE

For applicants who completed an approved program outside of Missouri.

PLEASE READ CAREFULLY BEFORE APPLYING FOR A MISSOURI STUDENT SERVICE CERTIFICATE

☐ APPLICATION FORM

Complete Section I, parts A-E. Processing time varies from 2-6 weeks depending on application activity!

☐ INSTITUTIONAL RECOMMENDATION

After completing Section I of the application form, you must forward it to designated recommending official at the institution where you completed your program. The recommending official must complete Section III.

☐ APPLICATION FEE

Include with your application packet a \$50.00 check or money order made payable to "Treasurer, State of Missouri."

Cash will not be accepted. NOTE: This fee is for processing your application and cannot be refunded nor does it guarantee that a certificate will be issued.

☐ PRAXIS II SCORE REPORT

If you have completed a Praxis II Specialty Area Test(s), please enclose an original score report with your application packet.

☐ VERIFICATION OF CERTIFICATE OF LICENSE TO TEACH

If you hold a valid teaching certificate(s) or license(s) in another state FOR School Counselor, School Psychological Examiner, or School Psychologist, you must include a copy of the certificate(s) with your packet.

☐ OFFICIAL TRANSCRIPTS

Official transcripts from ALL colleges, universities, and/or professional schools where coursework was completed must be submitted.

NOTE: An overall minimum grade point average of 2.5 on a 4.0 scale is required for initial certification. **All college-level coursework must be submitted** in order to verify the overall grade point average.

☐ BACKGROUND CHECK

Please refer to the enclosed Background Check Procedures checklist. Any questions regarding this portion of the application process must be directed to the Professional Conduct and Investigations Section at 573/522-8316. Enclose a certified check or money order for \$38 made payable to "Treasurer, State of Missouri". You may request a background check packet from the following web address <http://www.dese.mo.gov/divteachqual/teachcert/aprequestbc.html>.

Mail the complete application packet to:

Educator Certification
Post Office Box 480
Jefferson City, MO 65102-0480
<http://dese.mo.gov>

You can check the status of your application on our website at <http://dese.mo.gov/divteachqual/teachcert/>